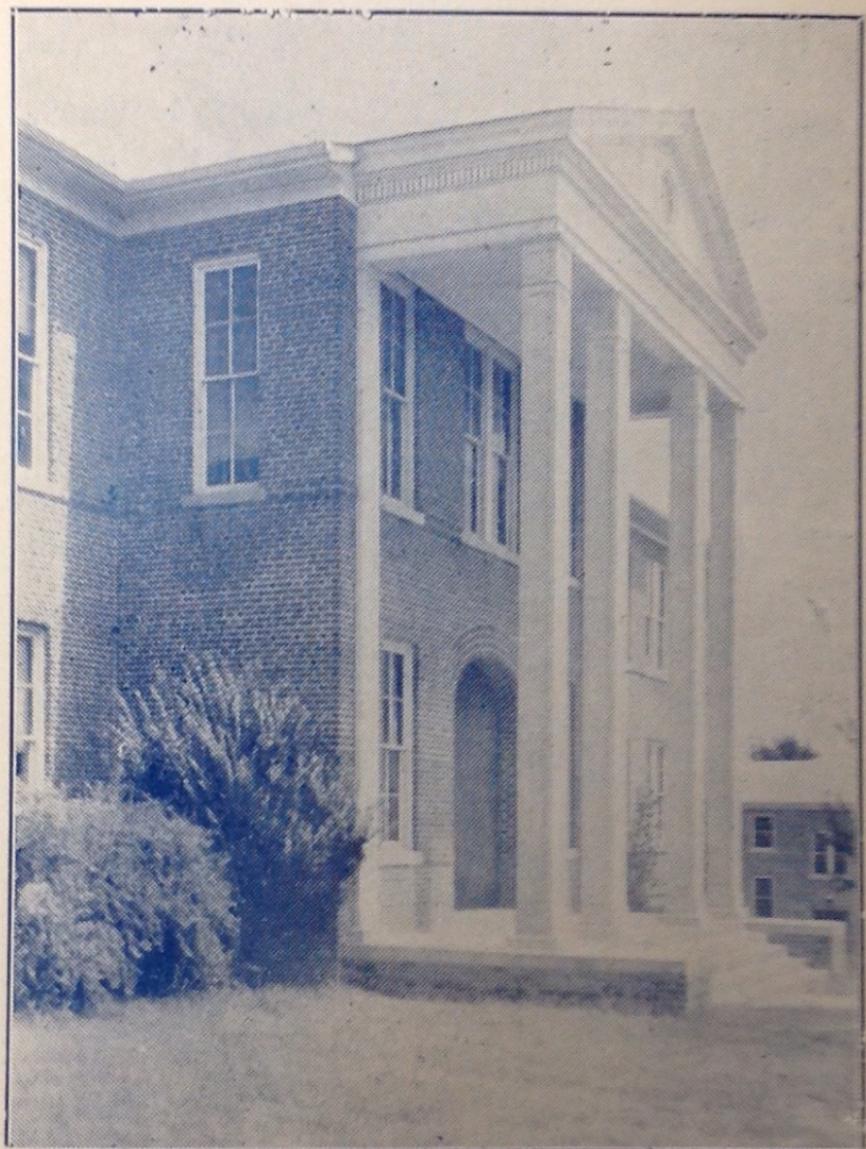


# CONCENTRATED BUSINESS TRAINING

MR. ALLEN  
MR. McCULLOUCH  
MISS OWEN



**Holmes  
Junior College**

**Goodman, Mississippi**

BULLETIN

HOLMES JUNIOR COLLEGE

GOODMAN, MISS.

ADDRESS:

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SEC. 562 P. L. & R.  
U. S. POSTAGE

**PAID**

GOODMAN, MISS.  
PERMIT NO. 3

This course is designed for those who want only commercial work in order to prepare themselves quickly as private secretaries, stenographers, bookkeepers, accountants, clerical workers, filing clerks, and general office workers. The department of Commerce offers a varied, but well-balanced training program for beginning and advanced students. It provides more space, more equipment, and more instructors for the number of students in attendance than is ordinarily found in similar institutions. All instruction is personalized and permits individual advancement.

A certificate of proficiency will be awarded as soon as the student meets the requirements. The time required to complete these courses will depend entirely upon the ability of the student.

A charge of \$28.50 per month is made for the Commercial Course to students outside of Holmes and Carroll counties. \$23.50 per month to students living in those counties.

These prices include room, board, tuition and all fees.

A student may select only one of the courses outlined or part of any one of the courses.

#### THESE COURSES BEGIN

JUNE      ★      SEPTEMBER      ★      JANUARY

#### Course Number 1 STENOGRAPHIC

Shorthand (Gregg)	Salesmanship
Typewriting	Business Law
Business English	Spelling
Office Management	Office Machines
and Practice	Filing

#### Course Number 2

#### BOOKKEEPING AND ACCOUNTING

Bookkeeping and Accounting	Business English
Proprietorship	Business Law
Partnership	Typewriting
Corporation	Spelling
Bookkeeping Machine	Filing

#### Course Number 3 SECRETARIAL

Shorthand (Gregg)	Office Management
Typewriting	and Practice
Business English	Business Law
Spelling	Salesmanship
Filing	Office Machines

**Course Number 4  
GENERAL BUSINESS**

Bookkeeping and  
Accounting  
Proprietorship  
Partnership  
Corporation  
Social Security  
Office Machines  
Shorthand (Gregg)

Typewriting  
Office Management  
and Practice  
Filing  
Business Law  
Salesmanship  
Business English  
Spelling

**Course Number 5  
COMBINATION MACHINE COURSE**

Typewriting	Burrough's Calculator
Mimeograph	Ten-Key Adding
Mimeoscope	Machine
Full Keyboard Adding Machine	Bookkeeping Machine

**SUGGESTED SHORT COURSES**

designed for those who have had some previous training in commercial work.

**Course Number 6  
GENERAL OFFICE**

Shorthand (Gregg)	Office Management
Typing	and Practice
Business Correspondence and Spelling	Filing
	Office Machines

**Course Number 7  
SECRETARIAL**

Shorthand (Gregg)	Office Machines
Typewriting	Business Correspondence
Filing	and Spelling

**Course Number 8  
FILE CLERK**

Filing	Shorthand (Gregg)
Typing	

**Course Number 9  
BOOKKEEPING AND ACCOUNTING**

Bookkeeping and  
Accounting  
Office Machines

Typing  
Filing  
Business Law

**Course Number 10  
TYPIST (Junior and Senior)**

Typing                      Business Correspondence  
Filing                      and Spelling

**Course Number 11  
STENOGRAPHIC (Junior and Senior)**

Shorthand (Gregg)              Typing

**Course Number 12  
INSURANCE**

Salesmanship                      Property Insurance  
Office Management              Investments and Invest-  
and Practice                      ment Mathematics  
Life Insurance

**Course Number 13  
COURT STENOGRAPHY**

Shorthand (Gregg)              Business Correspondence  
Typing                              and Spelling  
Business Law

**Course Number 14  
CALCULATOR COURSE**

Electric and hand operated calculators 300 hours or approximately 8 weeks, of practice required to become an expert operator.

The method employed in teaching these courses will be based on the process of "doing while learning."

